General Relief (GR) Program Guide (PG) Letter #66

July 1, 2011

Subject	**JOB SEARCH (JS) REQUIREMENTS**
Effective Date	Upon receipt.
References	County Policy
Purpose	The purpose of this Letter is to provide updated instructions for assigning Job Searches for the initial partial month of aid.
Background	All Able-Bodied (AB) GR recipients are required to complete a specified number of JSs to find employment in an effort to end dependence on GR and to show continued cooperation.
Changes	Since an applicant may not have time in the initial partial month of GR aid to be able to complete 20 JSs, the requirement for the initial partial month will be one JS for each working day for which the client received aid in the initial partial month up to 20 JSs.
Required Action	When approving GR aid for the initial month, the worker must assign one JS for each working day remaining in the initial month. For example, if the Intake interview is completed on Wednesday, June 22, 2011, and all eligibility requirements are met, the applicant must be assigned 7 JSs for the month of June 2011 (June 22-24 and 27-30). The 11-7 HHSA Job Search form is still due on the 5th of the following month.
	The worker must inform the recipient of their JS assignment for the initial month and must edit form 11-7 HHSA to show the required number of JSs.
Forms Impact	No impact.
Automation	No impact.

Impact

CalFresh Impact

CalFresh Employment & Training requirements will be aligned with updated GR JS requirements.

Quality Assurance Impact

Effective with the August 2011 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this Letter.

Summary of Changes

The table below shows the changes to the GRPG.

Section	Changes
90-700.13	Updated Job Search requirements to provide procedures for the initial partial month.

Manager Approval

ORIGINAL SIGNED BY:

Sylvia Melena, Assistant Deputy Director
Self-Sufficiency County Programs
Strategic Planning and Operational Support

DH